

Service Unit Program Manager
Position Description

The **Program Manager's** purpose is to ensure high-quality, safe Girl Scout program activities for girls by providing coordination and support to the SU Program Team. Interactions and programs for girls, adults and volunteers are guided by the Girl Scout Mission, Promise and Law.

Qualifications: Experience putting on Girl Scout program events and familiarity with programming resources in the area are preferred. The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position is required.

Service Commitment: The Service Unit Manager will appoint the Program Manager for a one year renewable term in which she/he can expect to provide a minimum of approximately 2 hours of service weekly depending on the needs of the Service Unit. This is a year-round position.

Supervision and Support: The SU Program Manager is supported by and accountable to the Service Unit Manager(s) and GSWW staff.

Duties and Expectations:

- Become/remain a registered GSUSA member.
- Attend appropriate training(s) and updates.
- Become/remain familiar with resources addressing Girl Scout Program, especially those relating to safety (Safety-Wise, GSWW Volunteer Policies, Volunteer Guide, etc.).
- Recruits, orients and supports Program Team and other volunteers putting on SU Program Events.
- Participate in the development and implementation of Service Unit goals, assuring that the goals reflect the needs of girls at all program levels.
- Attend Service Unit Team and Volunteer Meetings.
- Listen to volunteers' successes and concerns, and share with Service Unit Team and staff as appropriate.
- Assure that Service Unit Volunteer/Leader's meetings include information and training relevant to the guidelines relating to Girl Scout Program
- Promote Council and Service Unit programs to the membership.
- Help volunteers identify local programming resources and opportunities.
- Maintain GSWW confidentiality standards.

The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

The Girl Scout Promise:

On my honor, I will try
to serve God* and my country,
to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout